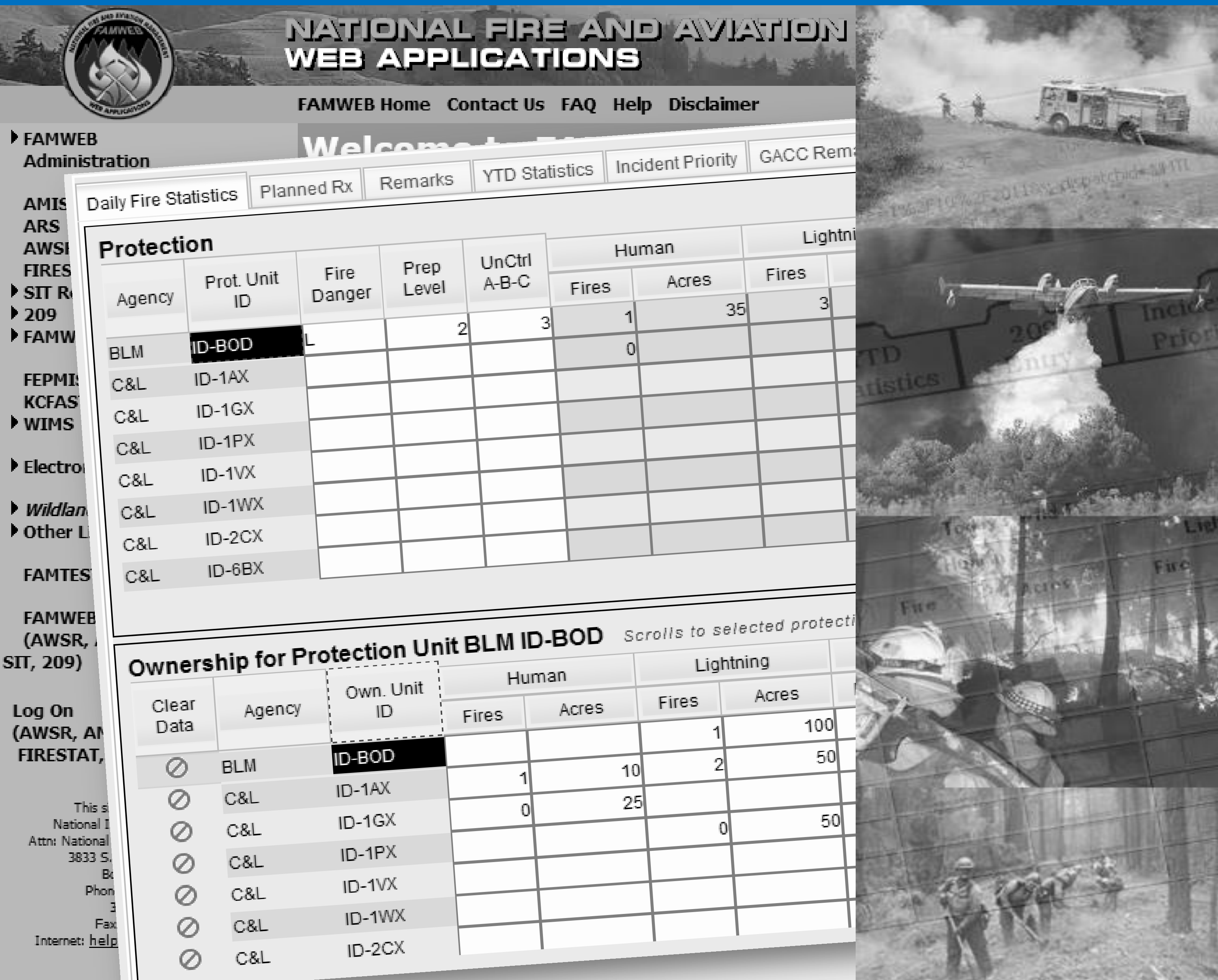
SIT209 Program

PREDICTIVE SERVICES

Intelligence Operations

INTERAGENCY SITUATION REPORT

User’s Guide



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This document is available electronically at:

http://gacc.nifc.gov/predictive_services/intelligence/national_intelligence_operations_program/index.htm

Major Revision, January 2014

Introduction

The Interagency Situation (SIT) Report application is a web-based application that captures incident activity and resource status information in summary form intended for use by managers. Once the information has been submitted via the web site, it can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision making tool. Agency information officers also use the reports to disseminate incident activity to the media and public.

GACCs have edit access to all of the Dispatch Offices within their area. Additionally, NICC has edit access to all Dispatch Offices and GACCs.

The SIT Report is prepared daily when the National Preparedness is at Level 2 or above and when significant activity occurs. Please refer to Chapter 20 of your Geographic Area's Mobilization Guide and the National Interagency Mobilization Guide for more specific reporting requirements for the SIT Report.

User Support

Technical support for the Situation Report application is available at the National Fire and Aviation Management Web Applications site (FAMWEB), or at the Fire Applications Help Desk. Contact the Help Desk at (866) 224-7677 or via e-mail at: helpdesk@dms.nwcg.gov . After normal business hours (07:30 am – 4:00 pm Mountain Time) leave a message and the on-call duty officer will return your call.

A program or system outage should be reported immediately to the FAMWEB Help Desk by phone and email. If the outage is affecting fire reporting inform the Help Desk that this is a "fire emergency" and instruct them to immediately elevate the ticket to "Level 2." More specific instructions on reporting program and system outages are available at: http://www.predictiveservices.nifc.gov/intelligence/How_To_Handle_Sit-209_Outages.pdf.

If you have questions about data entry, what to report, program access, and so forth, contact your local dispatch center or Geographic Area Intelligence Coordinator/Officer.

Troubleshooting

Specific instructions for completing many of the data entry and application tasks are explained in this User's Guide. Additional troubleshooting instructions are outlined in specific sections of this User's Guide. Please follow the instructions in this User's Guide carefully before contacting the Fire Applications Help Desk or GACC.

You should frequently save your SIT Report and associated data. If you lose Internet connection while in the application, you will not lose any saved data. Just reconnect to the network, and navigate to your last saved point in the application.

Documentation Conventions

Section 2: FAMWEB Situation Report and ICS-209 Program Overview

The redesigned SIT/209 application features a new look and feel and incorporates many new enhancements. If you're familiar with the previous version of the SIT/209 application and reporting process, the new application will look familiar. However, there are differences in both how the application functions and the information you enter. Among the major differences between the old application and the new application are:

Situation Report:

- The resources page is gone. Other systems (such as ROSS and WildCAD), exist for reporting and tracking committed and available resources.
- You can now select report dates other than the present date to view fire data.
- You can now enter fires for protection and ownership on the same web page.
- The year-to-date fire statistics page displays new fire activity and previously reported fire activity. This allows for more accurate editing of fires by both ownership and protection.

ICS-209:

- The new National Incident Management System (NIMS) 209 report application is now incorporated with the SIT Report into one larger application. This allows better reporting of non-wildland fire incidents.
- A dispatch center can view all ICS-209 reports in one list and can more easily edit multiple reports.
- The status of individual 209 reports is visible in the incident 209 list. The list can be sorted by column headers (date, name, number, etc.).
- Most information for an incident is carried over from previous ICS-209 reports to the new report.
- You can edit different 209 portions at different times after the header (key) information is entered. No need to complete each section before proceeding to the next section sequentially. Report can be saved frequently, thus reducing the likelihood of significant data loss in the event of a power or data disruption on an incident.
- Application enhancements include pop-up calendars for selecting dates and slider bars for some numerical fields (such as percent contained, and so forth.).
- More location information options are included, such as UTM, legal description (PLSS), lat/long (either in degrees, minutes and seconds, or degrees, decimal minutes) and US National Grid System. Currently the program cannot convert on the fly from one coordinate system to another. You can enter no more than 21 resource types for an incident and select different resource types for different types of incidents. For example, resources assigned to a hurricane may differ from resources assigned to a wildfire. You choose Resource types from a drop-down list.
- A system of checks and balances (within the approval process) verifies key information entered for an incident. This feature helps to prevent reporting errors.
- A Wildland fire incident with an existing WFDSS incident record can pull certain data from the WFDSS application.

Situation Report and ICS-209:

Use the COGNOS reports application to query the Situation Report and ICS-209 data. Canned reports from the previous application have been converted to the COGNOS format (except those that were determined to be obsolete).

Logging on to the SIT/209 Programs

The SIT Report and 209 applications are accessible from the internet through the National Fire and Aviation Management Web Applications site (FAMWEB). Microsoft Internet Explorer is the preferred browser for completing the SIT Report. Other browsers may be used but note that there may be difficulties and the site could look slightly different when viewed in each browser.

IE is the preferred, yes, but users can still use other browsers. They cannot print in any browser except IE.

The SIT Report application shares incident information with the ICS-209 (209) application for data entry, summaries and reports. User names and passwords are assigned to individuals and should be protected.

- **NOTE**: You must NEVER share a user name or password with the public or the media as this is a government program.

To get to the SIT Report application on the FAMWEB site, you must enter the site through the URL--http://fam.nwcg.gov/fam-web/. The image below is an example of what the main FAMWEB homepage looks like.

Figure 1: FAMWEB Homepage

Before accessing this application, you must request a new account and obtain a FAMWEB Logon ID and password.

Requesting a New Account

To request a new FAMWEB Logon ID for the SIT and 209 applications, click the FAMWEB Logon Request link located on the lower-left menu.

Complete the online registration form. Note the following account tips:

1. **User Name**: Enter your User Name. Your User Name is case sensitive and must be unique within FAMWEB**.** A password must be at least three alphanumeric characters in length, but no more

than three. Ideally, the User Name should be the person's first name initial, middle name initial and last name (or portion of last name). A numeral may also be included for very common names to avoid duplication. For example, FredSmith2.

2. **Password**: Enter your **case sensitive** password. The password must be at least 12 characters, but no more than 14. It must also contain three of the following:
    a. At least one number.
    b. One symbol such as ~, #, $, excluding \, (, %,), /, @, ', or ".
    c. One upper case letter; one lower case letter;
    d. Cannot have been used previously.
3. Complete all boxes. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
4. Check the box for SIT Access.
5. In the Comment field, describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)

➢ Passwords expire every 60 days. Each user is responsible for managing their password.

Once registered, contact your GACC Intelligence Coordinator to activate your account.

If you need help getting a Logon ID and password, contact the Applications Help Desk at (866) 224-7677 or (360) 326-6002, helpdesk@dms.nwcg.gov.

When you already have access to the FIRESTAT, AMIS, AWSR and ARS applications call your GACC Intelligence Coordinator/Officer to get access to the SIT application. Current application users that move from one location to another and continue to need access to the SIT Program for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.

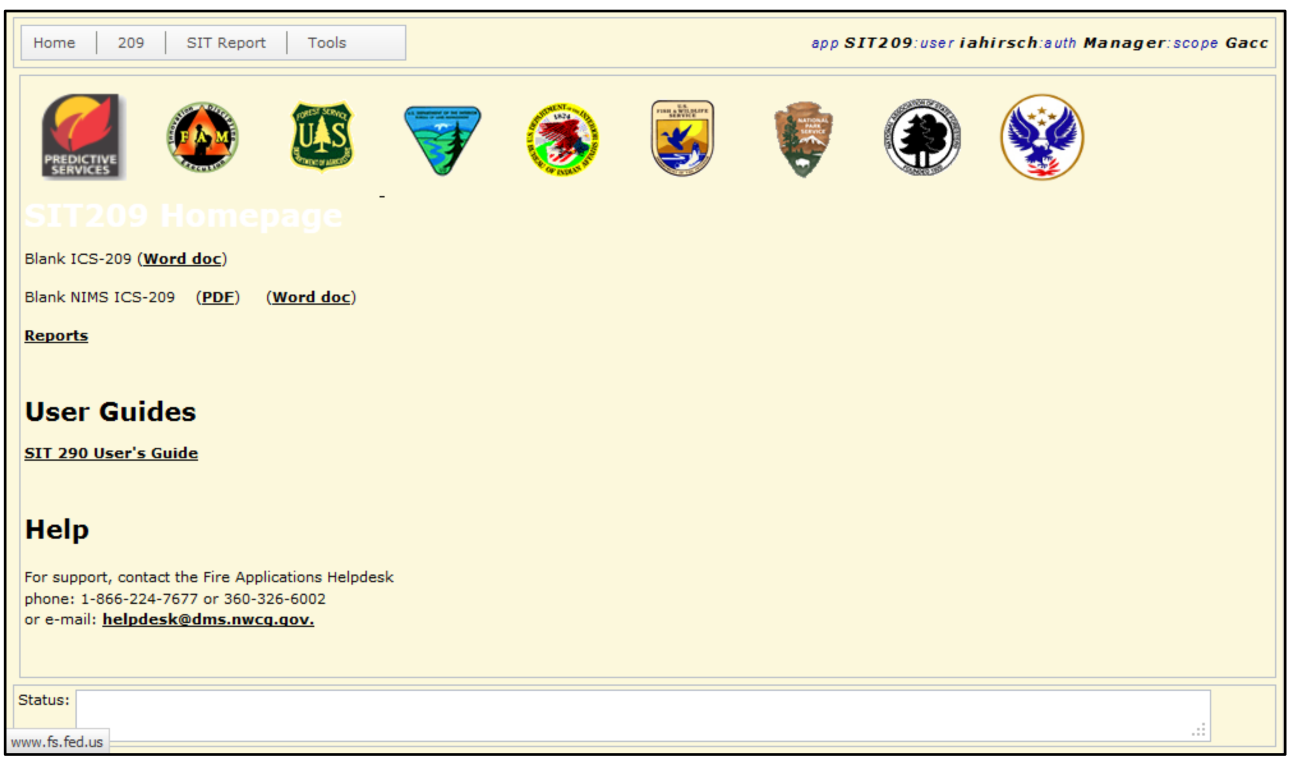


Figure 2: SIT209 Application Homepage

Logging on and Logging off the SIT Report Application

There are two options for logging on to the SIT/209 application. The first is through the FAMWEB homepage (**Option 1**), and the second is through the new SIT/209 application homepage (**Option 2**).

Figure 3: Logging onto SIT 209 from the FAMWEB Homepage

FAMWEB Homepage (Option 1):

A dialog box, as shown to the right, pops up asking for your User Name and Password.

> ➢ **Note:** When the pop-up box does not appear, be sure to **turn off pop-up blocker** settings for this site in your web browser, and try again.

1. Enter your User Name and Password.
2. Click **Log on** .

Figure 4: FAMWEB Logon Popup

SIT/209 Application Homepage

Interagency Situation (SIT) Report User's Guide (2013) Use the COGNOS reports application to query the Situation Report and ICS-209 data. Canned reports from the previous application have been converted to the COGNOS format (except those that were determined to be obsolete). Logging on to the SIT/209 Programs

(Option 2): REMOVE

1. From the SIT/209 homepage, click **Home** . The Home tab drop-down appears.
2. Click **Log On** (to portal, or refresh from portal).

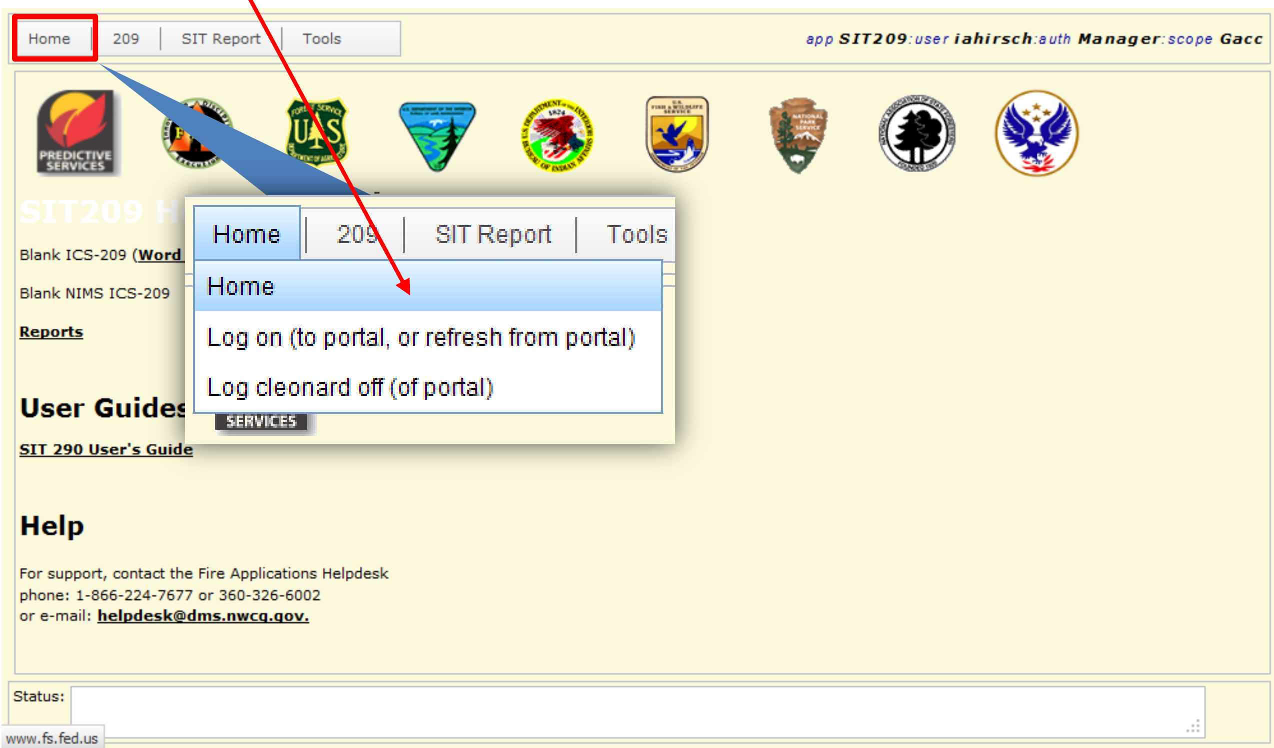


Figure 5: Logging onto the SIT209 Application from the Application Homepage

➢ **Note:** When the pop-up box does not appear, **turn off pop-up blocker** settings for this site in your web browser, then try again.

3. Enter your **User Name** and **Password.**
4. Click **Log on**.

➢ **Note**: When you are logged onto FAMWEB successfully, your name and authority information appears in the upper right corner of the main page, as shown below. If you don't see your login name in the upper right corner, you are not logged into the application.

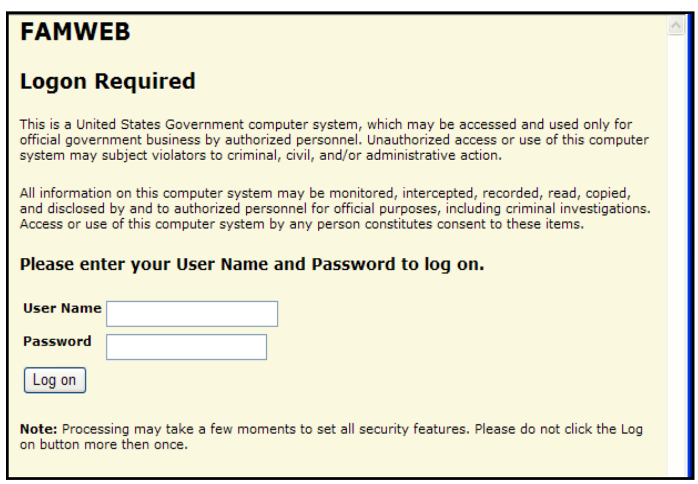


Figure 6: Example of the FAMWEB Logon Screen

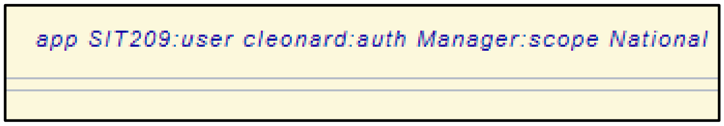


Figure 7: Example of User Logged into SIT209 Application   Keep this graphic above

209/SIT Report Application Menu Bar

The 209/SIT Report application has four tabs on the menu bar:

- **Home**: Select this tab to logon and logoff of the 209, SIT Report, and management Tools applications as described in the previous section.
- **209**: Select this tab to create or modify NIMS 209 information and run a COGNOS Report. Data Entry, Reports and Historic SIT Data. Choose Data Entry to create a Situation Report. Choose Reports to run a COGNOS Report. Choose Historic SIT Data to access prior year's data.

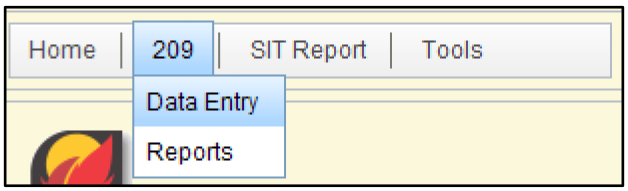


Figure 8: NIMS 209 Application Options

- **SIT Report:** Select this tab to create or modify SIT information, run a COGNOS Report, and view access to the prior year's data (Historic SIT Data.)

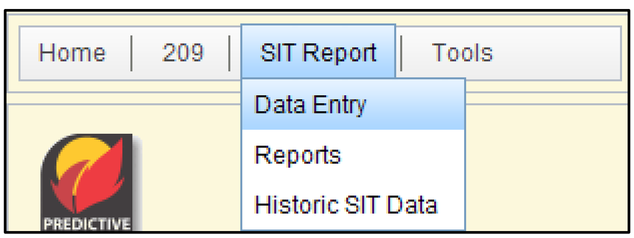


Figure 9: SIT Report Application Options

- **Tools**: This tab is for managers only. Select this tab to manage user accounts, associate units with Dispatch Centers, and other user and system maintenance tasks.

Section 4: Situation Report Data Entry

During the active fire season, SIT reports are required on a daily basis. Likewise, ICS-209s are used to report large wildfires and any other significant events on lands under federal protection or ownership. Lands administered by states and other federal cooperators may also report in this manner. Consult the requirements within your Geographic Area for submission times, frequency, and so forth. After your data is submitted, it is reviewed by your GACC. If there are any problems or questions, they must be resolved by 0200 Mountain Time the following morning, the submission deadline for NICC.

➢ **NOTE**: Remarks should be professional and discrete. Comments such as "hope we get some fires soon", "here comes the overtime", or "it's Miller time and I'm out of here" are inappropriate.

GACCs have edit access to the data entered by all offices within their Geographic Area.

Tips for Effective Data Entry:

✓ Save data before leaving each tab in the application by clicking **Save**. Click **Undo Edits** to clear any incorrect, unsaved data from that screen.

Figure 10: Examples of the Save and Undo Edits buttons

➢ **Note: Save data frequently.** Should the program become disconnected from the server, saved data and reports can be retrieved from the server. Moving to a new tab without saving data brings up this message:

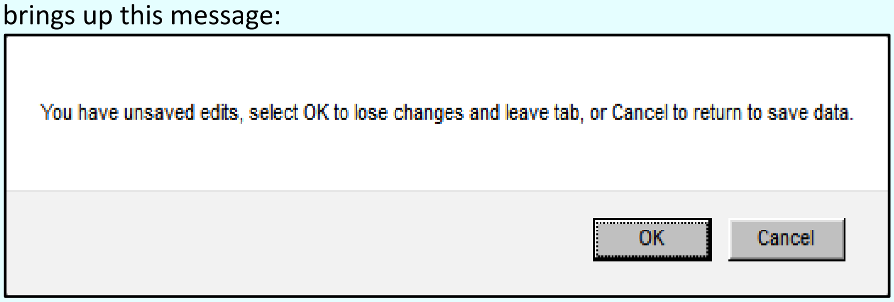


Figure 11: Example of Leaving a Screen without Saving the Screen

✓ Press the <u>Tab</u> key on the keyboard (instead of the mouse) to move between data entry fields more easily.

✓ To display or hide the menu top bar, toggle the double triangle icon.

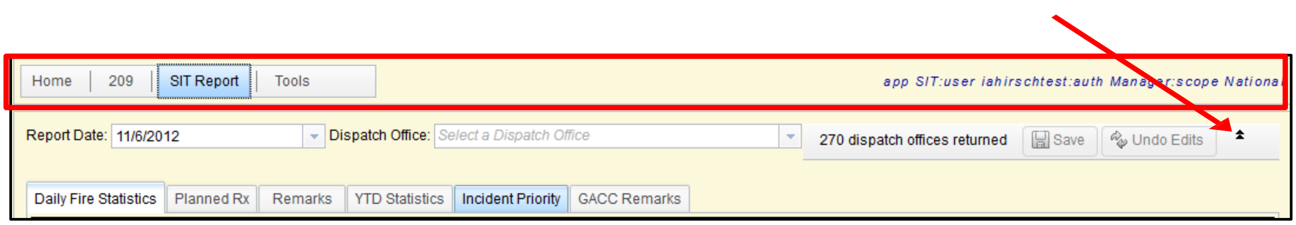


Figure 12: Example of the Double Triangle Icon

✓ The application alerts you by displaying a red-shaded error message when data is entered in an incorrect format or is not recognized by the application and

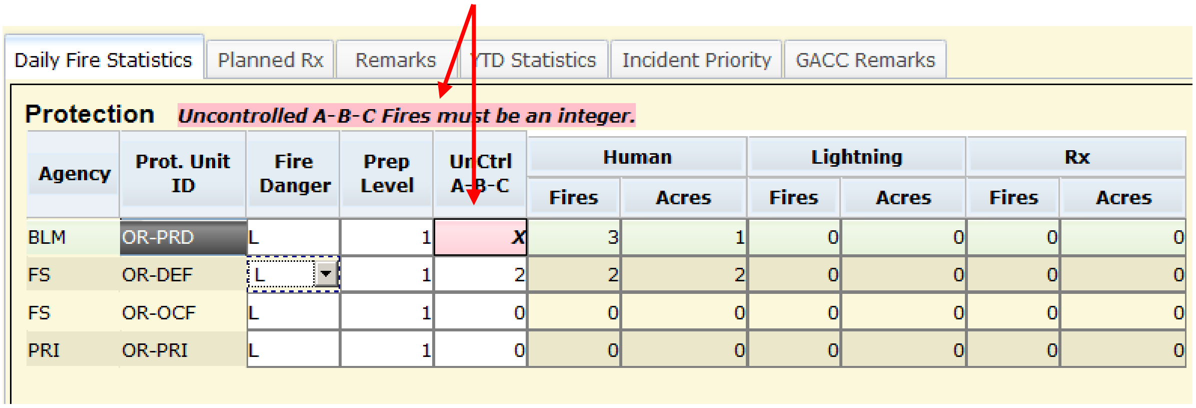


Figure 13: Example of Data Entry Alerts

when an alert exclamation point and pop-up boxes appear:

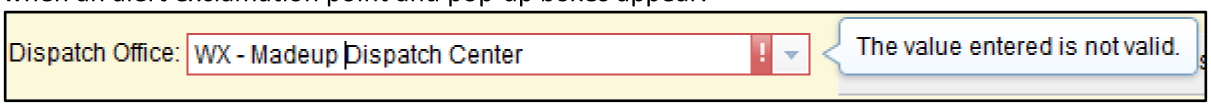


Figure 14: Example of Invalid Data Entry

✓ Enter data only in fields with a white background, not in shaded fields.

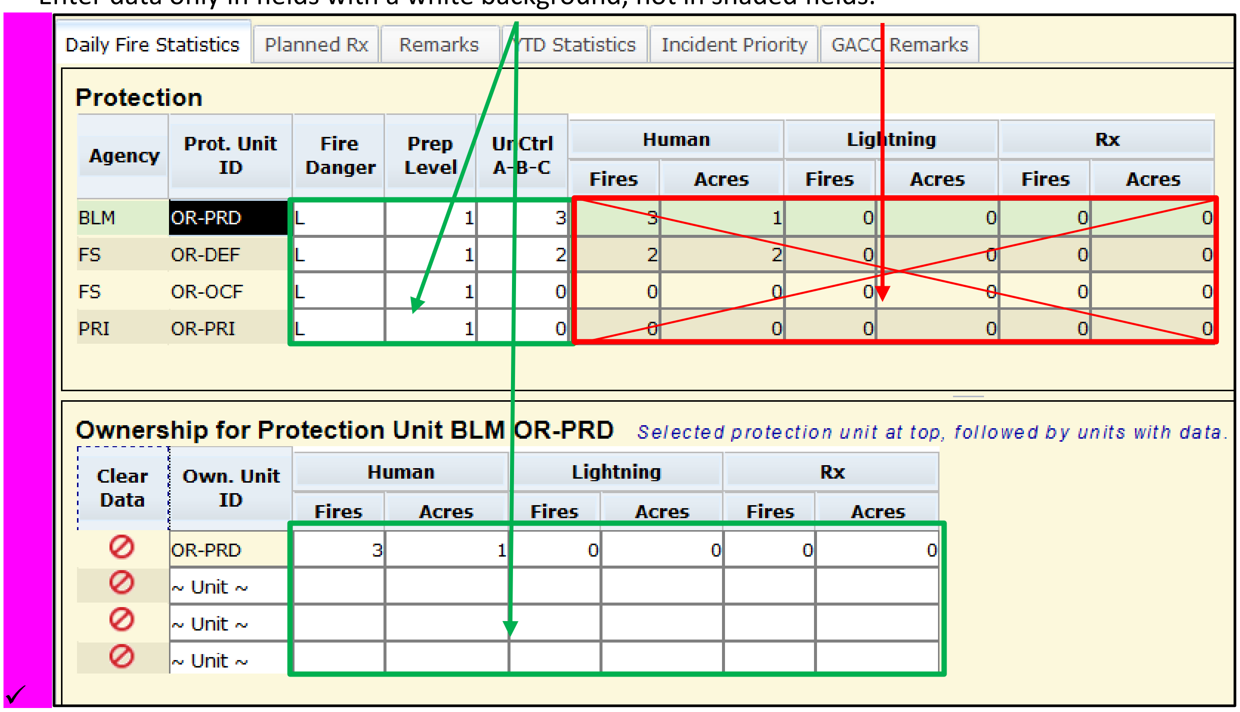


Figure 15:

Colored text areas are updated by the program based on information entered by the user in the white text entry fields.

✓ **Fire Danger and Preparedness Level** values by Protection Unit **carry over** from the previous day. Make sure to verify each day whether or not a new value needs to be entered.

To enter SIT information:

1. Log onto the SIT Report application,
2. Click **SIT Report.**
3. Select Data Entry from the drop-down list. The SIT Reporting screen appears.

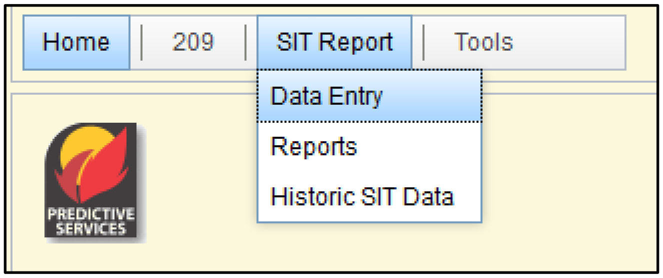


Figure 16: Example of Expanded SIT Report Tab

> **Note**: The Report Date defaults to the current day's date in **Central Time**. When the current time is past 2400 Central Time, you must change the date back to the current date in your time zone.

4. Select the appropriate dispatch office for the report.

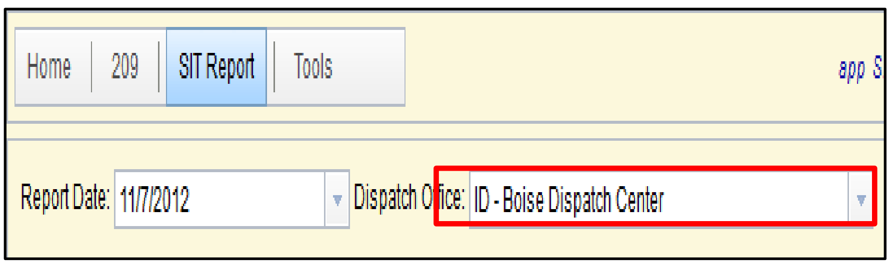


Figure 17:

Entering Daily Fire Statistics

This page is split into three sections:

- New fires and acres by Protection
- New fires and acres by Ownership. Selecting a Protection agency unit (selected units turn black as shown below) also highlights the same unit in black under Ownership for Protection Unit, as shown below. In the example below, only fires and acres by ownership (blue box) may be entered for the unit ID-BOD.
- Status:

> ➢ **Note:** You can edit white text fields only. Colored text areas are updated by the application based on information you enter in the white text entry fields.

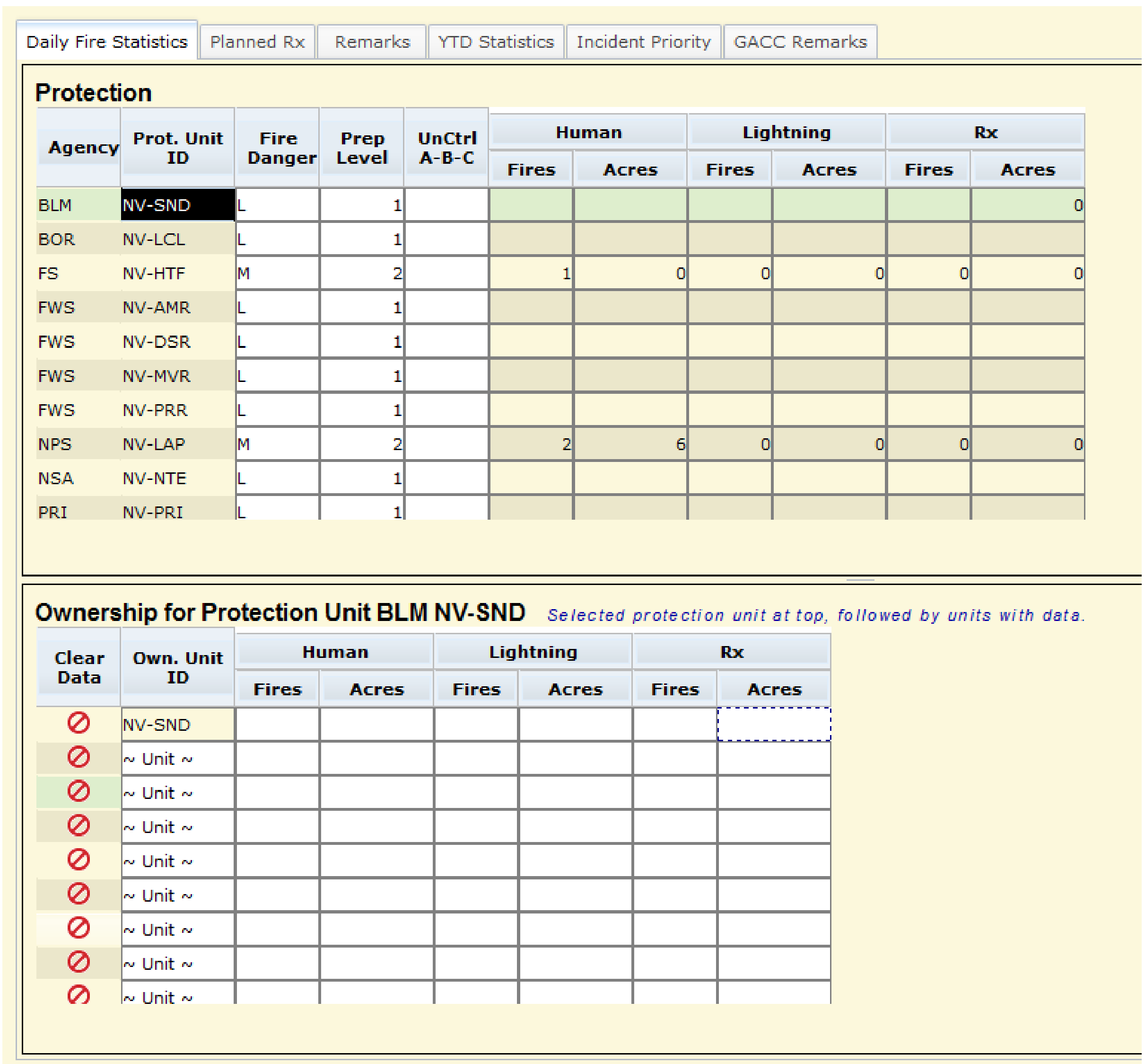
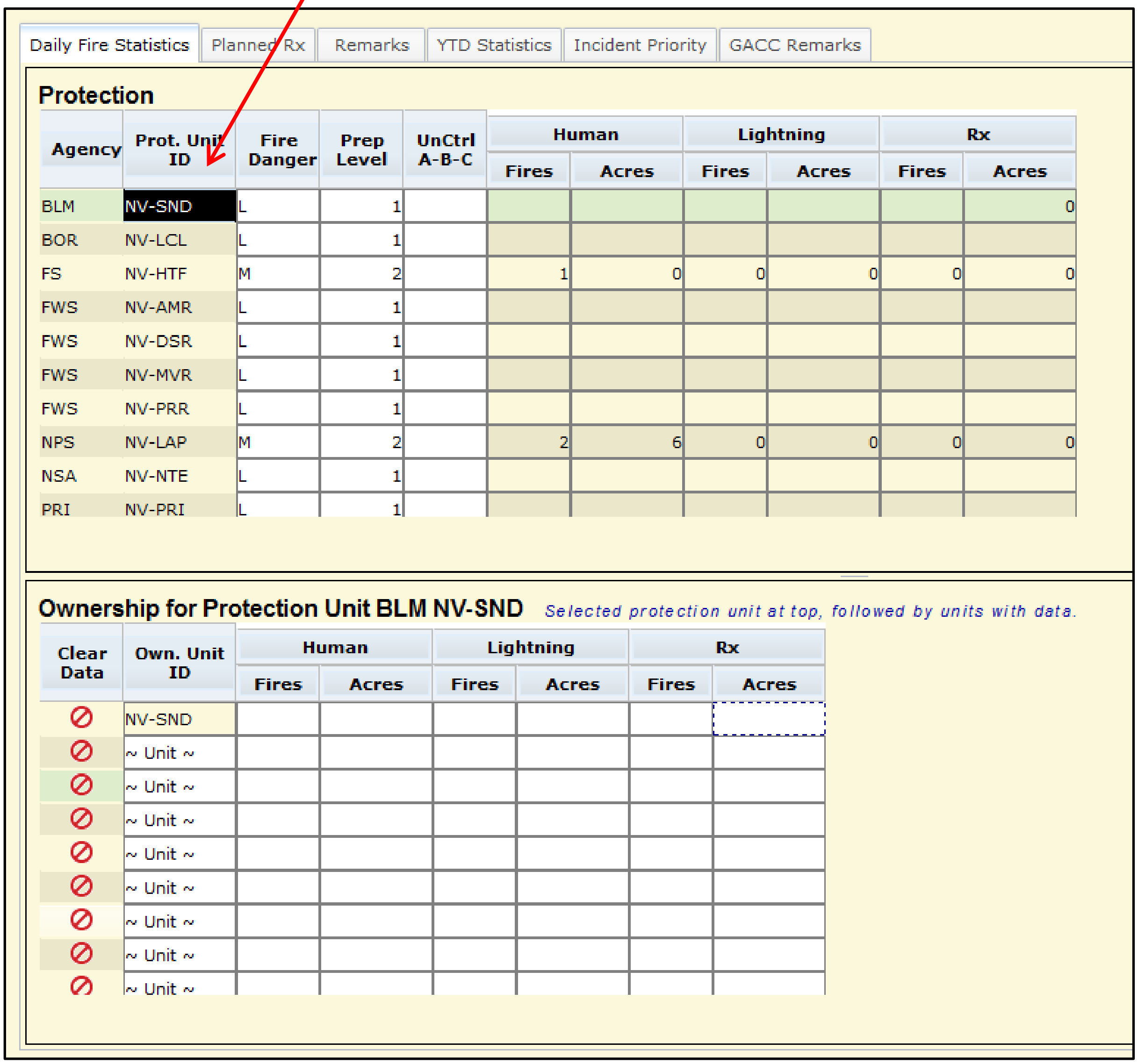


Figure 18:

To add Daily Fire Statistics:

1. From the SIT application, select Planned R_x. The Daily Fire Statistics screen appears. The left-hand pane lists any existing Daily Fire Statistics.
2. Highlight and click the appropriate agency unit ID in the Protection section. The selected Protection Unit ID turns black.



Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BLM	NV-SND	L	1							0
BOR	NV-LCL	L	1							
FS	NV-HTF	M	2		1	0	0	0	0	0
FWS	NV-AMR	L	1							
FWS	NV-DSR	L	1							
FWS	NV-MVR	L	1							
FWS	NV-PRR	L	1							
NPS	NV-LAP	M	2		2	6	0	0	0	0
NSA	NV-NTE	L	1							
PRI	NV-PRI	L	1							

Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
	NV-SND						
	~ Unit ~						
	~ Unit ~						
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Figure 19: Example of Daily Fire Statistics Screen

3. On the lower half of the screen enter the daily Human, Lightning and R_x fires and acres. The Protection Unit selected in the Protection section populates the first row in the Ownership for Protection Unit <name of unit> section. Repeat this step for each Protection Unit that requires updates.
4. Enter any other ownership units for recording using the drop-down in the field that says "~ Unit ~".
5. Select the agency unit ID on the left from the drop-down list. The text field turns black.

6. Enter the appropriate Fire Danger and Preparedness Level.
7. Enter the number of fires (both human and lightning-caused) that remain uncontrolled at the time of the report. Enter A, B or C by clicking the field (it will be highlighted) and type in the correct values.
8. Enter fire and acreage statistics (Human, Lightning, and R_x) by land ownership for the unit with protection responsibilities. This means the specific piece of land the fire started on and land(s) in which the fire burned

> ➢ **Note:** If you need **to update Year-to-Date totals, do not use this screen**. Go directly to Section 5d: Year-To-Date (YTD) Statistics (Tab 4)

9. Click **Save** to save your updates, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Daily Fire Statistics:

1. From the SIT application, select Daily Fire Statistics. The Daily Fire Statistics screen appears.
2. On the lower half of the screen update as needed the daily Human, Lightning and R_x fires and acres. The Protection Unit selected in the Protection section populates the first row in the Ownership for Protection Unit <name of unit> section. Repeat this step for each Protection Unit that requires updates.
3. Update as needed any other ownership units for recording using the drop-down list in the field that says "~ Unit ~".
4. Update as needed the agency unit ID on the left from the drop-down list. The text field turns black.
5. Update as needed the appropriate Fire Danger and Preparedness Level. The text field turns black.
6. Update as needed the number of fires (both human and lightning-caused) that remain uncontrolled at the time of the report. Enter A, B or C by clicking the field (it will be highlighted) and type in the correct values.
7. Update as needed all fire and acreage statistics (Human, Lightning, and R_x) by land ownership for the unit with protection responsibilities. This means the specific piece of land the fire started on and land(s) in which the fire burned

> ➢ **Note:** If you need **to update Year-to-Date totals, do not use this screen**. Go to Section 5d: Year-To-Date (YTD) Statistics (Tab 4)

8. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Daily Fire Statistics:

1. From the SIT application, select Daily Fire Statistics. The Daily Fire Statistics screen appears.
2. Highlight the Production Unit ID.
3. Click **Delete**.
4. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Agency & Protection Unit ID

These fields appear automatically, based on thedispatch you selected.

- **Note**: Contact the GACC Intelligence Coordinator/Officer if you need to update or add a Protection Unit to your list. If you have no new fires and no new acres to report, simply verify the Fire Danger and Preparedness Level for your unit(s) and click **Save**.

Fire Danger by Protection Unit

This field defaults to the value from the previous day's report. Click the down arrow to select a different value such as L = Low, M = Moderate, H = High, VH = Very High and E = Extreme.

Preparedness Level by Protection Unit

This field defaults to the previous day's report value. Clicking the down arrow allows you to select a different value, between 1 and 5, that represents the Preparedness Level of each unit for which you report. Consult your local Preparedness Plan/Area Mobilization Guide if you are unsure what each number represents.

Uncontrolled A-B-C Fires by Protection Unit

This field automatically clears itself each day. Size Class fires are those fires that range from 0 to 99 acres in size. Uncontrolled large incidents are captured in the 209 Entry section.

Today's Human Fires by Ownership

This field automatically clears itself daily. Enter the number of new human-caused fires reported by land ownership for the reporting period.

Today's Human Acres by Ownership

This field automatically clears itself daily. The number entered is the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number; e.g., .4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

- **Note:** The number of new human-caused fires and new human-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: 1 new human-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new human-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new human-caused fires and 340 new human-caused acres burned.

Today's Lightning Fires by Ownership

This field automatically clears itself daily and represents the number of new lightning- caused fires reported by land ownership for the reporting period.

Today's Lightning Acres by Ownership

This field automatically clears itself daily and represents the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number. For example, 4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

- **Note:** The number of new lightning-caused fires and new lightning-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

Example: One new lightning-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new lightning-caused fires, but yesterday's fire is now 40acres in size. The report should show zero new lightning-caused fires and 340 new lightning-caused acres burned.

Today's Rx (Prescribed) Fires by Ownership

This field automatically clears itself daily and represents the number of new prescribed fires reported by land ownership for the reporting period. Prescribed Fires are defined as fires which are ignited by fire management personnel. Wildfire activity is referred to as "planned" (prescribed fire or Rx) and "unplanned" (all other fires).

Example

- **Note**: Be sure to report all wildfire activity (regardless of suppression strategy, Rx (Prescribed) for the period of 0001 to 2400 local time.

For the Protection Unit ID-BOD (shown below), one human fire for 35 acres and three lightning fires for 200 acres (see red box under Protection) were reported. The breakdown by ownership for the human-caused fire is unit ID-1AX. This is the ownership where the fire started and burned 10 acres of ID-1AX land. The fire also burned 25 acres on unit ID-1GX land.

Additionally, unit ID-BOD managed three lightning fires. One lightning fire started on ID-BOD land and burned 100 acres of BLM land. Also, two lightning fires occurred on ID-1AX land, which burned 50 acres on unit ID-1AX and an additional 50 acres burned on unit ID-1PX ownership (shown in the blue box under Ownership for Protection Unit BLM ID-BOD). The totals appear in the top section of the page in the yellow/green fields (red box).

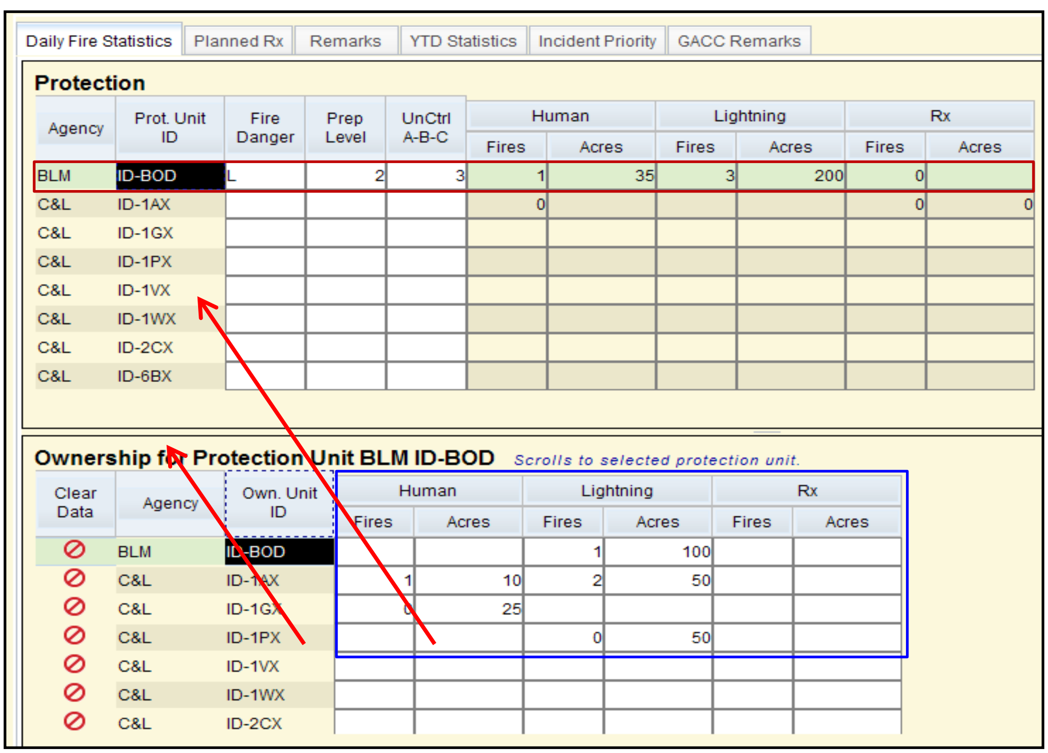


Figure 20: Example Screen for Completing the Daily Fire Statistics Screen

Again, review the information entered on the Fire and Acres by Ownership screens with the totals that populate the Daily Fire Statistics by Protection Unit screen. Once this information is correct, click **Save**.

Planned R_x (Prescribed) Fires (Tab 2)

The Planned R_x screen reports prescribed fire projects that are planned within the next few days. It provides managers an idea of the number of projects being conducted in the short term, along with general remarks and descriptions for planned and contingent resource commitments.

- **Note**: Reporting procedures for Planned R_x fires differ from GACC to GACC. Consult your respective GACC with questions.

Current GACC reporting procedures are:

State	Reporting Procedure
Alaska	Report **all** Planned R_x fires for the next reporting period.
California	Report **all** Planned R_x fires for the next reporting period.
Eastern	Report **all** Planned Rx fires planned for ignition within the next 24 hours.
Great Basin	Report **all** Planned R_x fires planned for ignition within the next day.
Northern Rockies	**Not required to report** Planned R_x fires on the SIT Report.
Northwest	Report **all** Planned R_x fires planned for ignition within the next two to three days.
Rocky Mountain	Report **all** Planned R_x fires one day prior to the day of planned ignition and update the report on each day subsequently, until the prescribed fire is complete.
Southern	State Coordination Centers will report **all** Planned R_x fires one day prior to the day of planned ignition.
Southwest	**Not required to report** Planned R_x fires on the SIT report.

Table 1: GACC Reporting Procedures by State

To add a new R_x fire:

1. From the SIT application, select Planned R_x. The Planned R_x screen appears. The left-hand pane lists any existing R_x fires.
2. Click **New Rx Fire** to create a record for a new project.
3. Select the Agency-ST-Unit from the drop-down list.
4. Enter the new R_x fire Name.
5. Enter the R_x fire Planned Start Date.
6. Enter the number of days the fire will burn.
7. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes

➢ **Note**: Any field names preceded by an asterisk (*) require data entry. A new fire can only be saved after filling out the initial required fields.

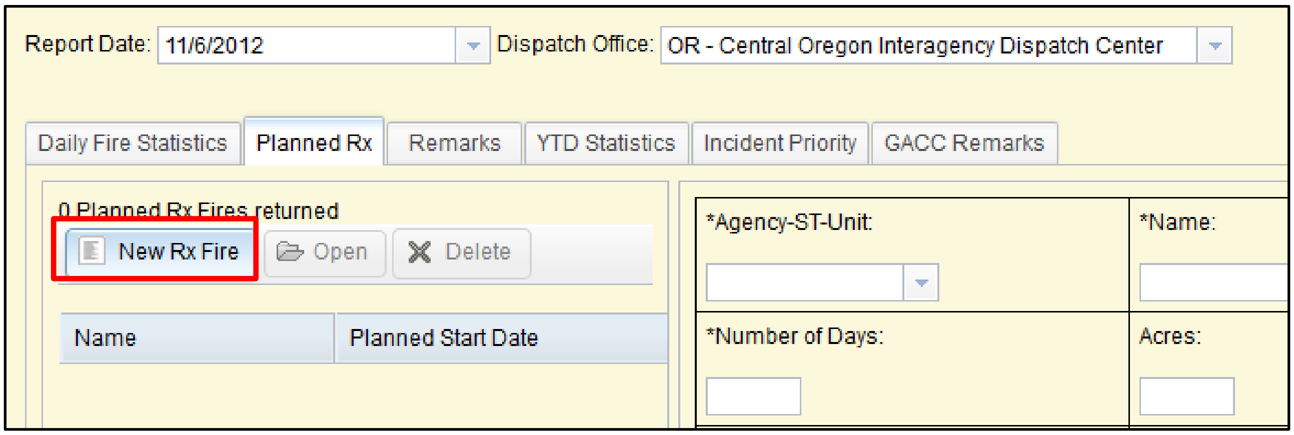


Figure 21: Example of the Planned R_x Screen

➢ Note: When the project cannot be implemented on the planned start date, update this field with a revised start date (and remarks, etc., if necessary); otherwise the project record does not show up in the pick list.

To update an existing R_x fire:

1. From the SIT application, select Planned R_x. The Planned R_x screen appears. The left-hand pane lists any existing R_x fires.
2. Highlight the appropriate fire form the list.
3. Click **Open**.
4. Update the information as needed.
5. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

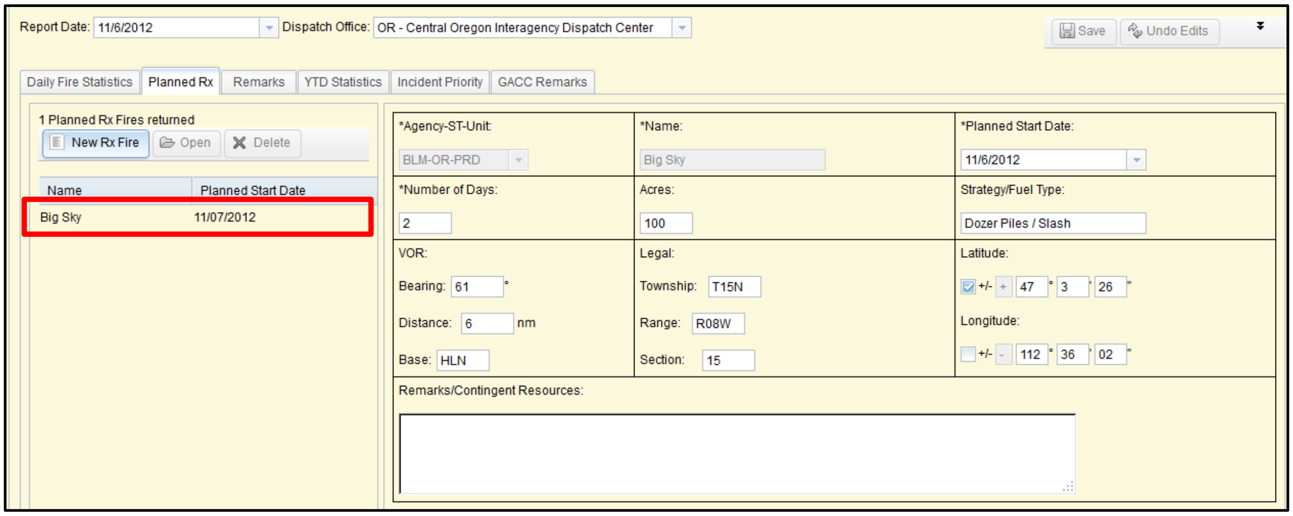


Figure 22:

To delete an existing R_x fire:

1. From the SIT application, select Planned R_x. The Planned R_x screen appears. The left-hand pane lists any existing R_x fires.
2. Highlight the appropriate fire form the list.
3. Click **Delete**.
4. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

*Agency-ST-Unit **

You choose from only those offices for which you have reporting responsibility.

*Name**

The Rx fire name. Once you enter a value in this field, it controls the record of the project in the database and cannot be changed.

*Planned Start Date**

*Enter the date by clicking the appropriate date on the pop-up calendar. Number of Days**

The number of days it will take for the project to be completed.

Acres

The total number of acres expected to be burned.

Strategy/Fuel Type

The type of burn strategy used and the predominant fuel type (for example, piles, broadcast burn, and so forth.).

VOR Information

The bearing, distance, and base or OMNI from the nearest VOR as you would normally enter it on a resource order. For example: 61, 6, HLN.

Legal Description

The Township, Range, and Section for the fire's point of origin. For example: T15N, R08W, Sec 15.

Latitude – Degrees

This should be a 2-digit number that represents the point of origin.

Latitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Longitude – Degrees

This should be a 3-digit number that represents the point of origin.

Longitude – Minutes

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

Remarks/Contingent Resources

In narrative format, enter a list of all resources you plan to commit to completing the project, including resources held in reserve.

Remarks (Tab 3)

Use this screen to record On-Call information for your center, along with Remarks pertinent to your units/area and your Dispatch Center/Area Preparedness Level.

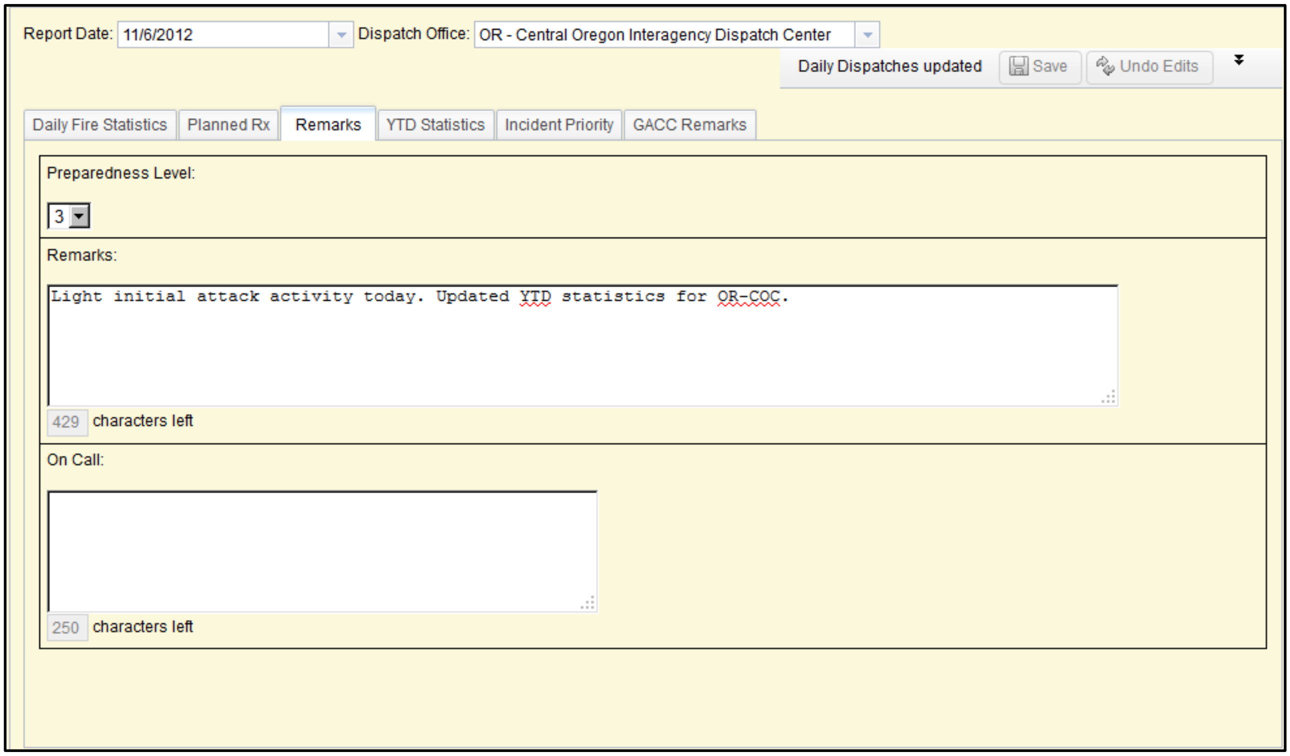


Figure 23:

To add Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the Preparedness Level from the drop-down list.
3. Enter the Remarks.
4. Enter On Call information as needed.
5. Enter Status information as needed.
6. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Select the modified Preparedness Level from the drop-down list if needed.
3. Enter the modified Remarks as needed.
4. Enter modified On Call information as needed.
5. Enter modified Status information as needed.
6. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Remarks:

1. From the SIT application, select Remarks. The Remarks screen appears.
2. Click **Delete**.
3. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Preparedness Level

Represents the Preparedness Level for your Dispatch Center or Geographic Area.

Remarks

Briefly summarize the current situation on your local units or within your Geographic Area. The program automatically clears this field each day. Include the following types of information:

- General synopsis of current and expected weather.
- Fuel/drought conditions (live fuel/1,000-hr moisture, ERCs, KBDIs, etc.).
- What is the current and anticipated fire situation?
  - Are fires being caught at initial attack or are they escaping?
  - Are more ignitions expected due to lightning carry-overs?
- Significant events or problems.
- Resource status (are shortages anticipated?)
- Updates to Year-To-Date fires and acres.

On Call

List the Dispatcher(s)/Coordinator(s) on-call for your office, along with home/cell/pager numbers. Privacy information entered in the database via this field will be protected from public access; users will only be able to pull on-call information for units/centers within their area of responsibility.

The program carries over the On-Call information from day to day.

Status

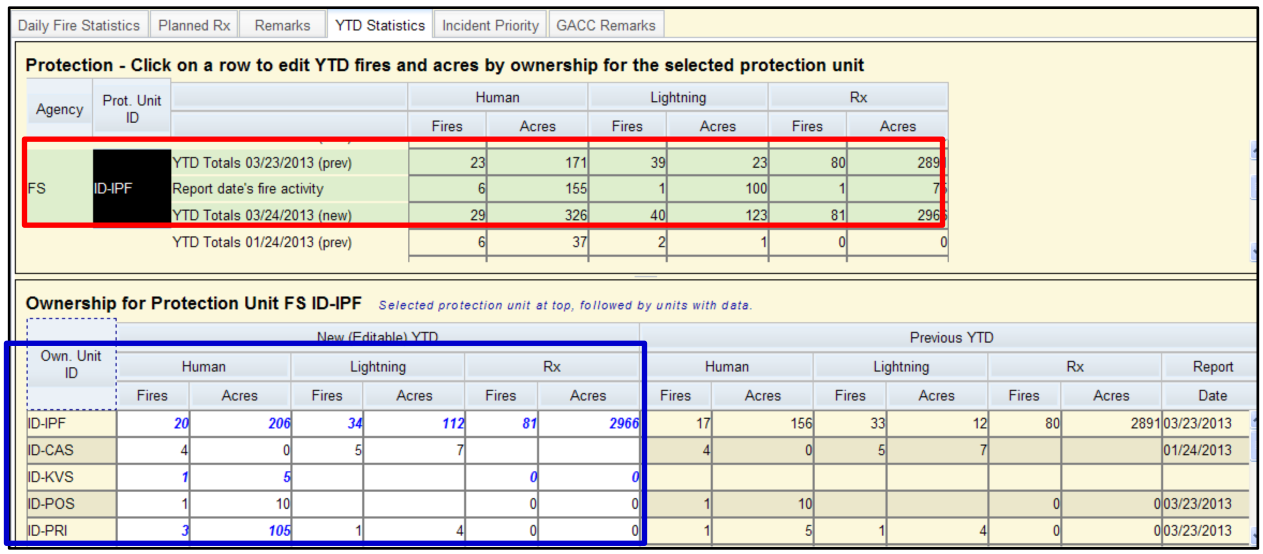
Section 5d: Year-To-Date (YTD) Statistics (Tab 4)

Like the Daily Fire Statistics screen, the YTD Statistics page is split into three sections.

- YTD fires and acres by Protection
- YTD fires and acres by Ownership
- Status:

YTD fire statistics are on a calendar year basis (January 1 – December 31) for each Protection Unit and Ownership by Protection Unit. The SIT application automatically calculates new year-to-date totals for all fire types. On a daily basis, new fires and acres reported via the Daily Fire Statistics screen are automatically added to the YTD totals carried over from the previous day's report.

Selecting a Protection Unit (selected units turn black, shown in the red box below) will populate the Ownership Units by the selected Protection Unit, shown in the blue box below.



Agency	Prot. Unit ID		Human Fires	Human Acres	Lightning Fires	Lightning Acres	Rx Fires	Rx Acres
FS	ID-IPF	YTD Totals 03/23/2013 (prev)	23	171	39	23	80	289
		Report date's fire activity	6	155	1	100	1	7
		YTD Totals 03/24/2013 (new)	29	326	40	123	81	296
		YTD Totals 01/24/2013 (prev)	6	37	2	1	0	0

Own. Unit ID	New (Editable) YTD Human Fires	Human Acres	Lightning Fires	Lightning Acres	Rx Fires	Rx Acres	Previous YTD Human Fires	Human Acres	Lightning Fires	Lightning Acres	Rx Fires	Rx Acres	Report Date
ID-IPF	20	206	34	112	81	2966	17	156	33	12	80	2891	03/23/2013
ID-CAS	4	0	5	7			4	0	5	7			01/24/2013
ID-KVS	1	5			0	0							
ID-POS	1	10			0	0	1	10			0	0	03/23/2013
ID-PRI	3	105	1	4	0	0	1	5	1	4	0	0	03/23/2013

Figure 24:

Verify the New (Editable) YTD fires and acres by Ownership Units that were submitted for selected Protection Unit on the Daily Fire Statistics tab are correct.

> ➢ **Note:** The blue colored text indicates data updated by the program based on information entered by the user on the Daily Fire Statistics entry tab, as shown in the example above.

Adjusting YTD Totals

The YTD Totals shown on the SIT Report should be adjusted periodically to reflect statistics being reported on agency fire reports. While large fires are ongoing, compare the current and previous ICS-209(s) on a daily basis to determine whether total acreages have increased, decreased or remained the same.

> ➢ **Note:** Additional acres burned each day should be reported in the Daily Fire Statistics screen. See "Today's Human Acres by Ownership" and "Today's Lightning Acres by Ownership" data entry instructions.

To adjust YTD totals:

1. From the SIT application, select YTD Statistics. The YTD Statistics screen appears.
2. Select the Protection Unit (ID-CDT, example shown below) needing adjustment on the YTD Statistics tab.

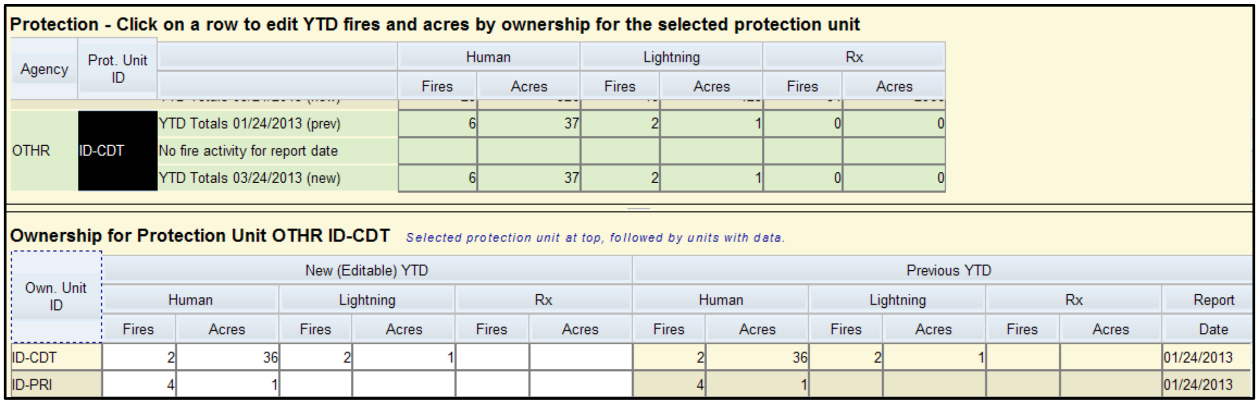


Figure 25: Example of the YTD Statistics page.

3. Update YTD fires and acres by Ownership Unit in the **New (Editable) YTD** text fields, shown in red box below.
4. Verify that the Ownership Unit changes were accepted for that Protection Unit in the **YTD Totals for xx/xx/xxxx (new)** line, shown in the blue box below.

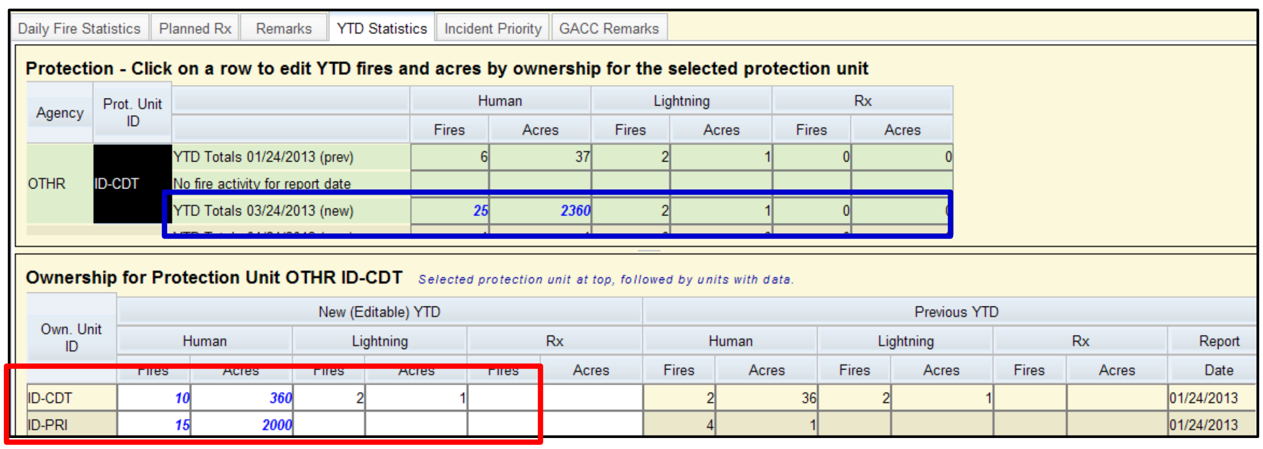


Figure 26: Example of edits made to year-to-date totals (appear as bold blue numbers).

5. Click **Save** to save your entries, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Incident Priority (Tab 5)

Use this tab to prioritize incidents in relation to the other incidents within your area of responsibility for which 209 reports have been submitted. Lists Approved, Active (non-final), most recent 209 reports.

- **Note**: Priorities are assigned at the local, Geographic Area and National levels.

To add Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Enter the priority number in the Dispatch Priority box.
3. Enter the GACC priority number when you have GACC level permissions.
4. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To update Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Enter the updated priority number in the Dispatch Priority box if needed.
3. Enter the updated GACC priority number if needed
4. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete Incident Priority information:

1. From the SIT application, select Incident Priority. The Incident Priority screen appears.
2. Click **Delete**.
3. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Dispatch Priority

The priority number**???where do people get that information??**.

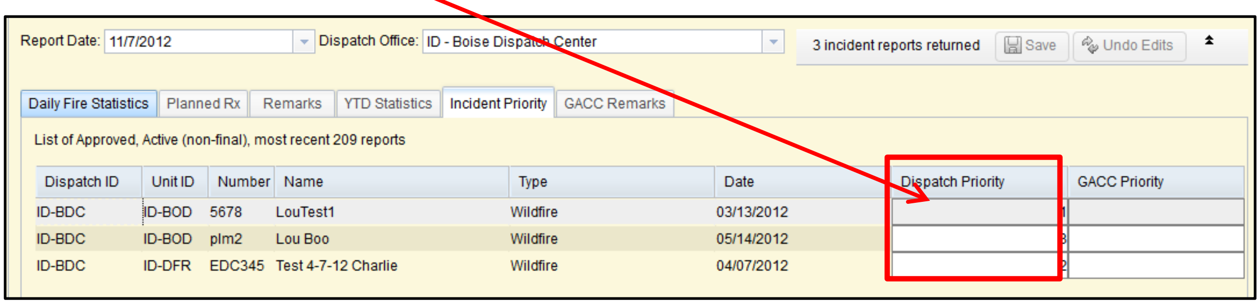


Figure 27: Example of Incident Priority

GACC Priority

Users with GACC Level Authority can set GACC incident priority ranking here, as well as on the GACC Remarks tab. GACCs may prioritize the incidents according to Geographic and National priority criteria regardless of agency.

Section 5f: GACC Remarks (Tab 6)

This tab is only available to users with GACC or National permissions. Use the GACC Remarks tab to add, edit, or delete information from specific blocks of active ICS-209s.

> ➢ **Note**: **Changes** made **only display on the SIT reports** for that reporting period. The changes **do not change the ICS-209** record in the 209 database.

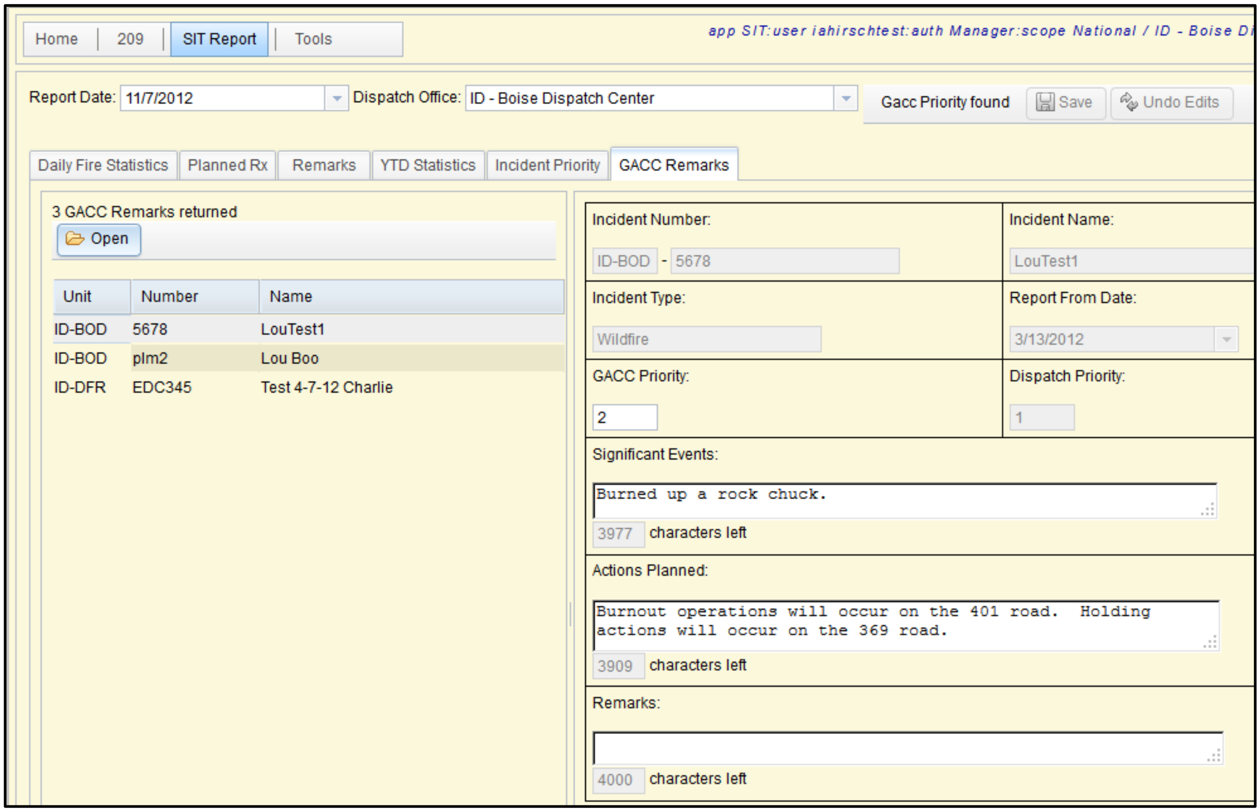


Figure 28:

To add GACC Remarks:

> ➢ **Note**: If there are no "active incidents" in the GACC for that reporting period, a message stating "0 GACC Remarks returned" displays on the screen.

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Open** to add remarks for the specified Unit/Number/Name combination. The grayed out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can add remarks to these fields:
   - GACC Priority
   - Significant Events
   - Actions Planned
   - Remarks
4. Review remarks to ensure they are complete.

5. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

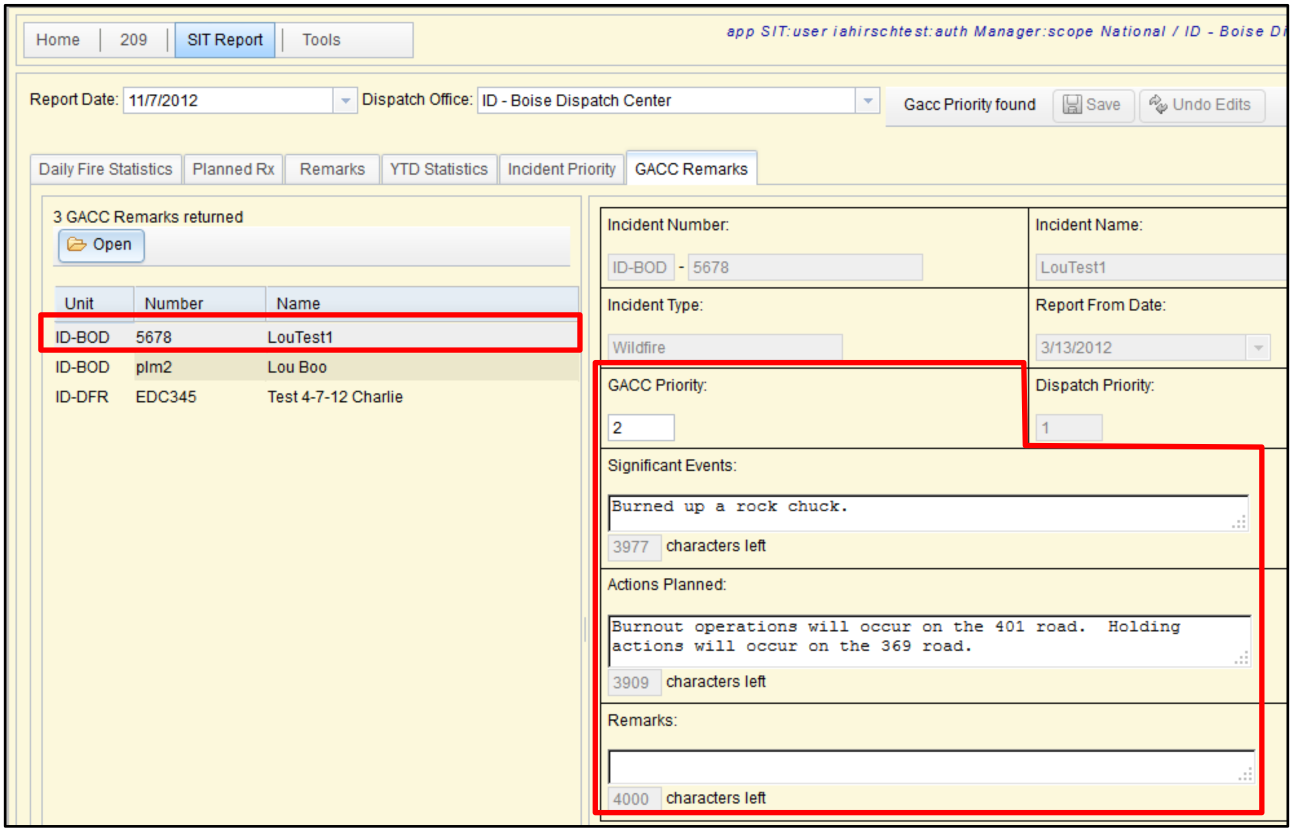


Figure 29:

To update GACC Remarks:

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Open** to update remarks for the specified Unit/Number/Name combination. The grayed out text box at the bottom of each field displays the number of alphanumeric characters that are still available for your use. You can update remarks for these fields:
   - GACC Priority
   - Significant Events
   - Actions Planned
   - Remarks
4. Review remarks to ensure they are complete.
5. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To delete GACC Remarks:

1. From the SIT application, select GACC Remarks. The GACC Remarks screen appears.
2. Click the incident name,
3. Click **Delete**

4. Click **Save** to save your modifications, or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Section 6: Troubleshooting

Printing Reports: Possible Problems Printing Adobe PDF Files

There is an identified problem with some brands of printers that causes very large Adobe PDF files to be created when trying to print a 209 report. This problem is explained at the web site http://www.diebold.com/gssasupaes/helpprintpdf.htm and is excerpted here. If you experience difficulty printing a report from the SIT/209 program, refer to the following solutions outlined below. Solution 2 is often the best option for printing a 209 report.

Issue	Solution # and Description	Notes
When printing to a non-PostScript (i.e., PCL or QuickDraw) printer, Adobe Acrobat 4.0 viewers generate very large print spool files. For example, if you print a 60K PDF file to a Hewlett-Packard DesignJet, your Acrobat viewer may generate a 298 MB spool file	1. If you're printing in Windows, obtain and install a printer driver from the manufacturer that's specifically designed for that printer; then print using that driver.	Some manufacturers, such as Hewlett-Packard, do not create printer drivers for all of their printers. Instead, they instruct you to use the printer drivers included with Windows for some of their printers. If your printer doesn't have a printer driver designed for it, Acrobat viewers may be unable to print to it without generating large print spool files.
	2. Select Print As Image in the Print dialog box. When you select Print As Image in the Print dialog box, your Acrobat viewer prints PDF files as bitmap data. Non-PostScript printer drivers may be able to print this bitmap data without generating unexpectedly large spool files.	
	3. If you're printing multiple pages, print fewer pages at once. If printing a multiple-page PDF file overloads your printer (and crashes your system) or is excessively slow, try selecting one page at a time for printing, rather than trying to print the entire document at once.	

Issue	Solution # and Description	Notes
	Some reports indicate that this is actually faster, as well as less prone to crashing.	
	4. Deselect the Fit To Page option in the Print dialog box. The Fit To Page option ensures that PDF pages, whose dimensions are larger than the printer's printable area, do print -- the Acrobat viewer scales them to fit within the printable area. This scaling can result in a larger spool file size. When you deselect this option, the Acrobat viewer doesn't scale PDF pages when printing them.	
	5. Print to a PostScript printer. When an Acrobat 4.0 viewer prints to a PostScript printer, it sends its own PostScript code. Therefore, it has direct control over how the PostScript spool file is created and how large it is.	

Table 2: Printing Issue Troubleshooting Table

Additional Information:

When an Acrobat 4.0 viewer prints to a non-PostScript printer, it uses the printer driver to convert the information to a format the printer can recognize. To aid the conversion, the Acrobat 4.0 viewer sends image data, which is banded, to the printer driver. Banding breaks up a single, large image into smaller, bit-size images that are easier to handle. A non-PostScript printer driver converts this data to driver-specific spool information and then scales and further bands the data. Depending on how the printer driver converts, scales and bands the data, the spool file may be much larger in size than the PDF file the Acrobat viewer is printing. For example, the LaserJet 4000-series printer driver generates multiple copies of the banded images when converting the data, which greatly increases the spool file size. The size of the spool file is unrelated to the size of the PDF file.

Also, when you're printing in Windows, a Microsoft printer driver may enable you to print to a printer for which it wasn't specifically designed, but the driver does not contain printer-specific information (e.g., available memory) that can optimize printing. Therefore, a Microsoft printer driver not designed for a specific printer may generate unexpectedly large print spool files when printing a PDF file from an Acrobat 4.0 viewer. These large spool files can cause PDF files to print slowly or not at all. A printer driver designed specifically for a given printer can usually print a PDF file from an Acrobat 4.0 viewer without creating an unexpectedly large spool file.

In Mac OS, some QuickDraw printer drivers (e.g., Epson Stylus 900) may also generate unexpectedly large spool files because of the way they send information to the printer: These printer drivers generate an image for each page, spool the image to the hard disk and then send that image to the printer. These images are usually much larger than the PDF file from which they're being generated. The size of the spool file is unrelated to the size of the PDF file.